Colchester Public Schools
Application for Approval of Field Trip

Overview : This Form must be completed by all staff to request approval of a Field Trip

Directions

1. Complete the form with all applicable documentation and submit to your Department Head (BA only) and your Administrator. The Form must be submitted at least **2 weeks prior** to the Field Trip for In-State Trips and **10 weeks prior** to the Field Trip for Out-of-State Trips.
2. If approved by your Administrator, the form must be sent to the Assistant Superintendent for approval.
3. If approved by the Assistant Superintendent, the form will be sent to the Superintendent for approval.
4. If the Trip is Out-of-State, it will be brought to the Board of Education at their next scheduled Meeting for approval and final decision.

Instructional Focus

Is this Trip directly related to curriculum? (Yes) No

Curriculum Unit : Listen + Respond to live performance

Field Trip Information

Applicant Name : Marinne Cheney

School : Bacon Academy

Grade(s) & Group(s) : Choirs & Bands

Date(s) of Trip : April 1, 2026

Event : NYC Broadway production of 'Hadestown'

Destination : Walter Kerr theater

Destination Address : 219 W 48th St.

Time of Departure from School : 7:00 AM

Time of Arrival to School : 9:00 PM

Method of Transportation : Coach Bus NO BUS M.S.

Bus Service Number :

Number of Students : 50

Number of Day(s) of Trip : 1

Phone Number : N/A Call Cheney

State : NY

Clothing / Equipment Required : None

Student Cost Information

*Cost to Student $ 220

Suggested Student Pocket Money $ 15

Supervision Information

1. Name : Marinne Cheney — Cell Phone : 203-988-4385

2. Name : Megan Kirwin — Cell Phone : 860-338-5488

List all Adult Chaperones: Ratio of adult chaperones to students must be at least : 1:5 for Grades K-2, 1:8 for Grades 3-5, 1:10 for Grades 6-8 and 1:15 for Grades 9-12 (1 day trips) or 1:10 (overnight trips)

TBD

Administrator Signatures

Applicant Marinne Cheney	Date 9/25/25		
Department Chair (BA Only) Marinne Cheney	Date 9/25	(Approved)	Denied
Principal/Administrator Amy Begue	Date 9/25/25	(Approved)	Denied
Assistant Superintendent	Date 9/29/25	(Approved)	Denied
Superintendent	Date 9/29/25	(Approved)	Denied

Board of Education (if applicable)

Board of Education Meeting Date October 14, 2025 — Approved / Denied

Field Trip Instructional Plan

Field Trip Location : NYC to see Hadestown

Reference Check : Visited Site On : OR Spoke with: Travel Agent

Name of Staff Completing Form : Marinne Cheney

Grade / Group Attending : Choirs & Band

Instructional Focus of Field Trip

Specific Curriculum Standards Addressed by Field Trip:

- Listening + responding to Live musical performance

Assessment of Student Learning:

- Discussion with students after performance
- Applying what we discuss to our own performances
- Teacher observation + informal assessment during rehearsals.

Trip Agenda/Activities

List/Attach entire break out of times for each day. Include travel time and all activities

Date/Time	Location	Activity
7AM	BA	Depart
11AM	NYC	Arrive in NYC
11:30	Bubba Gump Shrimp CO	- Lunch
2pm	theater	Hadestown
5pm		Depart NYC
		Dinner en route at rest stop
9:00	BA	Estimated arrival

Bus Information

Bus Reservation Date	Price of Bus(es) $